

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF LAW AND MANAGEMENT STUDIES

SCHOOL OF MANAGEMENT, INFORMATION TECHNOLOGY & GOVERNANCE

ASSISTANT ADMINISTRATIVE OFFICER: POSTGRADUATE ADMINISTRATION (1 POSTS)

TWELVE MONTH-FIXED-TERM APPOINTMENT (GRADE 11)

WESTVILLE CAMPUS

REFERENCE NUMBER: MITG 30/2017

The incumbent will provide support for the post graduate student programmes for which the School offers; Handle general office administration; General admission enquiries from prospective applicants; Provides advice and assistance to students wherever possible.

The incumbent will report to the School Principal Academic Officer.

Minimum Requirements:

- Matric plus a relevant one year qualification and three years relevant experience in a student environment **OR** Matric plus four years relevant experience in a student environment
- High level of competency in word processing and spreadsheets

Advantages:

- Experience in the use of SMS or equivalent student mark management system
- Matric plus a relevant two year qualification

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mr. Jimmy Duly, 031 260 8848 or e-mail: duly@ukzn.ac.za

Communication will be limited to short-listed candidates.

The remuneration package offered will be dependent on the qualifications and experience of the successful applicant, and will be in accordance with the University's policy on fixed term appointments.

The closing date for receipt of applications is Wednesday, 26 July 2017.

Applicants are required to complete the relevant application form which is available on the vacancies page of the University website at www.ukzn.ac.za. Completed forms may be sent to Ms Phumzile Mavundla at mavundlap@ukzn.ac.za.

Please state the title/advert reference number in your subject line.